

Minutes of the Connecticut Society of Civil Engineers Board Meeting
September 16, 2008 – University of Connecticut, Storrs, CT – 4:00 p.m.

CSCE Members in Attendance:

Rob Barakat*	Peter Heynen*	Randy States
Billy Cunningham*	Chris Holden*	Jason Waterbury*
Gary Fuerstenberg	Greg Holness*	

Administrative Staff:

None

*Note: CSCE Board Members

1. President's Report (Chris Holden):

1.1 ACE Awards

- 1.1.1 Establish ACE Rules/Evaluation Criteria (Chris, Ron N., Jason) – Set Meeting Date - The first planning meeting for the 2009 ACE Awards is scheduled for Wednesday, October 1, 2008 at the Tuscany Grill, Middletown at 5:00 p.m.
- 1.1.2 Set date for 2009 ACE Awards (Chris, Ron N., Jason) – May 7, 2009 ? – The Board chose Tuesday, May 12, 2009 as the date of the 2009 ACE Awards. Jason Waterbury will contact the Aqua Turf Club to reserve a room for the awards ceremony.
- 1.1.3 ACE Applications will be released January 1, 2009 and will be due on March 1, 2009.

1.2 Fairfield County Branch (Ron Hill)

- 1.2.1 Develop closer relationship with Fairfield County Branch (Chris, Ron H.) – Chris Holden and Ron Hill are working together on this item.
- 1.2.2 Purchase CSCE business cards for Ron Hill (Amy) – This was completed over the summer.
- 1.2.3 Provide Ron Hill with a CSCE email address (Peter) – This was completed over the summer.

1.3 Outreach

- 1.3.1 Develop closer relationship with other engineering groups (Chris) – This item was not discussed.
- 1.3.2 Reinvigorate all active & inactive committees (Chris) – This item was not discussed.
- 1.3.3 Establish a closer relationship with Student Chapters (Chris, Rabih, Billy) – The CSCE Board will schedule a meeting with all the student chapters (Also, see related item 3.5.1 below). The Board will also reach out to middle schools throughout the year to schedule speaking opportunities. Jason Waterbury will begin this effort by contacting the Superintendent/Board of Education in Rocky Hill. Greg Holness suggested that CSCE send out an e-blast asking which members have contacts with middle school and high school teachers. Also, Greg Holness noted that the U.S. Coast Guard Academy would like to offer one or two lunch & learns where CSCE members would run a brown bag seminar as well as host a more formal brunch.

1.4 History & Heritage Committee (Randy States)

- 1.4.1 Preservation of NHMHS Harte Photos (Chris, Randy, Peter) – Status of the proposed digital/scan copies of Charles Rufus Harte photos with New Haven Museum and Historical Society – Randy States proposed a \$3,000-\$5,000 donation to fund the purchase of photographs that are of interest to CSCE. A private collector currently has the photographs. Chris suggested that CSCE obtain examples of photos so that CSCE can advertise for donations through the CSCE membership. Peter Heynen questioned the value of obtaining the photographs. Randy States suggested that once obtained, CSCE could post them online.
- 1.4.2 Request for money for the History & Heritage Committee - \$200 for scanning archival copies of CSCE Transcripts to post on the web. \$200 will allow scanning up to about 800 pages. A few articles have been requested (e.g. Charles Rufus Harte's article on the New Haven Northampton Canal, Connecticut Boundary Survey, Cherry Hill freight yard in New Haven) and there are several more of general interest - Education and Civil Engineering, projects about the future written in decades past, memoirs of past presidents and significant contributions by Connecticut engineers, etc. – Greg Holness made a motion to approve the expenditure of \$200 for the scanning. Billy Cunningham seconded the motion and it passed unanimously.

1.5 Programs Committee (Jeff Benoit)

- 1.5.1 Check college spring break schedules for dinner meetings (Jeff) – This item was not discussed.

1.5.2 Schedule the joint meeting in February that has not been scheduled yet. (Jeff) – This item was not discussed.

1.5.3 Obtain Speaker Gifts (ASCE Paper Weights) – This item was not discussed.

1.6 Professional Development

1.6.1 Contact ACEC, the Boston Society of Civil Engineers Section and Malcolm Pirnie to find out how those organizations manage PDHs and Continuing Education Units (CEU) for members. (Peter, Gary, Tom)

- Gary Fuerstenberg contacted the BSCE and learned that while they do not offer New York PDHs, they do have an internal documentation system. Peter Heynen suggested that it is not feasible to offer New York PDHs for monthly dinner meetings, but the Technical Groups could offer PDHs for their individual seminars.
- Discussion ensued about possibly offering a second seminar with DFI although only hosting one seminar per year is the requirement of each Technical Group. However, there is a problem finding free speakers as well as motivated individuals to run committees. Peter Heynen suggested investigating another Technical Group with assistance from some of the Geotechnical Technical Group members.
- Peter Heynen suggested that CSCE utilize its access to the MDC through MDC employees/CSCE members Jason Waterbury and Tom Roy.
- Gary Fuerstenberg suggested that CSCE offer a political forum, perhaps with State Representative James Amann.
- Jason Waterbury suggested that CSCE offer a construction law seminar in February. He will check the schedule at the MDC Training Facility to determine its availability during the week of February 23, 2009 for a construction law seminar.

1.7 Miscellaneous

1.7.1 Thank you from Tom Nolan – CSCE acknowledged receiving a thank you note from Tom Nolan.

1.7.2 Region I Assembly & NE Council Meeting – This item was not discussed.

1.7.3 National Convention in Pittsburgh, PA – November 7-9 – This item was not discussed.

2. President-Elect's Report (Ron Nault):

2.1 SPAG Grant Application

2.1.1 Determine if preservation of NHMHS Harte Photos is eligible for SPAG grant application (Ron N.) – Ron Nault will be working on this item with Billy Cunningham and Randy States.

2.1.2 Determine if becoming a PDH/CEU provider is eligible for SPAG grant application (Ron N.) – This item was not discussed.

2.2 Structures Technical Group (Bryan)

2.2.1 Host 1 day seminar (Bryan) – This item was not discussed.

2.2.2 Host 1 dinner meeting (Bryan) – This item was not discussed.

2.3 Geotechnical Technical Group (Gary)

2.3.1 Host seminar with DFI on 9/12/08 (Gary) – The preliminary financial summary of the seminar looks similar to last year's figures.

2.3.2 Host 1 dinner meeting (Gary) – This meeting is scheduled for September 16, 2008.

2.4 Legislative Affairs Committee (Roy)

2.4.1 Establish a Legislator Award (Chris, Roy) – This item was not discussed.

- 2.4.2 Contact Tom Roy regarding his nomination to State Contracting Standards Board (Roy) – This item was not discussed.
- 2.4.3 Develop list of potential nominations to State Contracting Standards Board (Roy) – This item was not discussed.
- 2.4.4 Send the content of a future e-blast to Chris Holden and Peter Heynen concerning past and present legislative affairs topics (Roy, Chris, Peter) – This item was not discussed.
- 2.4.5 Forward legislative information to Peter Heynen for posting on the CSCE website (Roy, Peter) – This item was not discussed.

2.5 Construction Technical Group

- 2.5.1 Schedule tours of local construction projects (Billy) - Date Due: 12/31/08 – This item was not discussed.
- 2.5.2 Host 1 dinner meeting (Billy) - Date Due: 12/31/08 – This item was not discussed.

2.6 Water Resources Committee

- 2.6.1 Host 1 dinner meeting (Tom) - Date Due: 04/15/09 – This item was not discussed.

3. Vice-President's Report (Rob Barakat):

3.1 Public Relations Committee

- 3.1.1 Establish protocol for press releases/notification of each meeting (Chris, Rob) - Chris Holden will give a list of contacts to Rob Barakat for use in distributing press releases, which will also be sent to Jason Waterbury for comparison.
- 3.1.2 Contact all faculty advisors and student chapter presidents to schedule a planning meeting (Rob) – Rob Barakat will contact the faculty advisors and schedule a pizza party/meeting in the Middletown area.
- 3.1.3 AASHTO (American Association of State Highway and Transportation Officials) Conference - This conference is scheduled to occur at the Hartford Convention Center on October 16-20, 2008. Rob Barakat will find out the cost of renting a booth at the conference and report back to CSCE. The National AASHTO Conference will include a re-dedication of Buckley Bridge (I-84 over the Connecticut River), which is the only stone arch bridge in the interstate ceremony.

3.2 Continuing Education Committee

- 3.2.1 Schedule 2 continuing education seminars (Ron N.) – Date Due: 09/16/08 – Ron Nault will be developing seminars to discuss Pump Station design and Septic System updates.

3.3 Government Engineers Committee

- 3.3.1 Host 1 dinner meeting (Rob) – Rob Barakat scheduled a speaker for this dinner.

3.4 Career Guidance Committee

- 3.4.1 Coordinate CSCE volunteers at CCIA Construction Career Days (Kiran, Billy) – CSCE still needs to determine if this effort is worthwhile.
- 3.4.2 Establish outreach program to schools (Kiran, Chris) – Date Due: 09/16/08 – This item was not discussed.

3.5 Student Chapters

- 3.5.1 Set up meeting with all ASCE Student Chapters and their advisors – Please see item 3.1.2 above.

4. Secretary's Report (Jason Waterbury):

4.1 Administrative Activities

- 4.1.1 Annual Report – Jason Waterbury and Amy Petrone will coordinate the completion of the annual report.

- 4.1.2 Distribute revised letterhead, directory, expense forms and an updated action item list based on 6/17/08 meeting's minutes to the Board members, Committee Chairs, and the Technical Group Chairs (Amy Petrone) – This was completed over the summer.
- 4.1.3 Add list of past CSCE presidents to CSCE website (Amy, Peter) – This item was not discussed.
- 4.1.4 Distribute draft annual report to CSCE Board by November 23, 2008 (Jason, Amy, Greg, Jim Sime) – This item was not discussed.
- 4.1.5 Submit annual report to ASCE National by 11/30/08 (Jason, Amy) – This item was not discussed.
- 4.1.6 Update CSCE Logo (professionally) (Jason) – This item was not discussed.
- 4.1.7 Obtain a new CSCE banner (Jason) – This item was not discussed.

4.2 Membership Committee

- 4.2.1 Brainstorm on how to increase membership, and how to increase current members' participation in dinner meetings, committees, technical groups, etc. (Jason) – This item was not discussed.
- 4.2.2 Contact new members personally and invite them to a dinner meeting (Jason) – This item was not discussed.

5. Treasurer's Report (Greg Holness):

5.1 Budget

- 5.1.1 Determine how much money CSCE needs for operation budget from 6/17/08 until 12/31/08 (Greg) – Greg Holness provided a draft cash flow report (January 1-August 31, 2008) and a spending comparison chart (comparing spending from 9/1/2007 - 8/31/2008 to the spending over the last 5 years 9/1/2003 - 12/31/2007). Greg Holness suggested that CSCE be conservative with spending now, but there is a sufficient level of funding that is available. He will conduct additional analyses prior to next month's Board meeting.
- 5.1.2 Provide draft budget to CSCE Board (Greg) – This item was not discussed.
- 5.1.3 Provide calendar of events to CSCE Board (Greg) – This item was not discussed.
- 5.1.4 Provide list of financial commitments expected from CSCE to Board (Greg) – This item was not discussed.

5.2 Younger Members Committee

- 5.2.1 Participate in a river clean-up this fall (Sara) – A clean-up is tentatively scheduled for October 11, 2008.
- 5.2.2 Organize a tour of the Science Center (Sara) – A tour date will be finalized soon.
- 5.2.3 Organize a trip to see the New Britain Rock Cats (Sara) – This item was not discussed.
- 5.2.4 Conduct a survey of CSCE's Younger Members (Sara) – This item was not discussed.
- 5.2.5 Participate in a volunteer day with Habitat for Humanity (Sara) - A volunteer day will be finalized soon.
- 5.2.6 Organize an outing to the Hartford Wolf Pack hockey game (Sara) – This outing will be scheduled in 2009.
- 5.2.7 Add a Younger Member webpage and links (Sara, Chris, Peter) – Sara Ramsbottom will provide information for the website to Peter Heynen.

5.3 Scholarship Committee

- 5.3.1 Update the address information on the account and add the Treasurer to the mailing list for the quarterly reports (Jim) – This item was not discussed.

- 5.3.2 Conduct a swap sale of approximately \$6,000 from EGINX and SWOIX to Harbor International Investments (HIINX) in the Scholarship Fund (Jim) – This was completed on June 23, 2008.

6. Newsletter Editor (Peter Heynen):

- 6.1 Coordinate postcard mailing (Peter, Amy) – The e-blasts appear to be successful, based on the turnout at the September dinner meeting (70 people signed up), but it is unclear about the success of the postcard mailing. Peter Heynen would like Amy Petrone to look at the CSCE member list and contact people who attend meetings to find out through what outlet they were notified of the meeting (i.e., website, newsletter, etc.).
- 6.2 Contact local ASCE sections to gather information about the rates they charge for advertising in their newsletters and on their websites (Peter, Greg, Gary) – This item was not discussed.
- 6.3 Determine if CSCE should send complimentary CSCE newsletters to large employers of civil engineers in Connecticut (i.e., state agencies) and contractors that many not already be CSCE members (Peter, Chris, Ron N.) – This item was not discussed.
- 6.4 Peter Heynen suggested that Amy Petrone manage the billing protocol for employment and business card advertisements.
- 6.5 Peter Heynen would like to have items to place on the CSCE website's calendar.

7. Director-II (Billy Cunningham):

7.1 Audit Committee

- 7.1.1 Set firm date to audit CSCE books (Billy) – This item was not discussed.

7.2 Nominating Committee

- 7.2.1 Solicit for Benjamin Wright nominations all year (Billy) – This item was not discussed.

7.3 Operations Manual

- 7.3.1 Billy Cunningham will work with Amy Petrone and Peter Heynen to make sure that the most up to date CSCE Operations Manual is on the CSCE website (Billy, Amy, Peter) – This item was not discussed.
- 7.3.2 Billy will also work with Jay Silva to determine the responsibilities of the ACE Awards Planning Committee and will include a description of the responsibilities and other ACE Awards related information in the Operations Manual (Billy, Jay) – This item was not discussed.

8. Director-I (Jay Silva):

8.1 Past Presidents Council

- 8.1.1 Provide status report of council to Board (Jay) – This item was not discussed.

8.2 Awards

- 8.2.1 Provide status report of awards to Board (Jay) – This item was not discussed.
- 8.2.2 Request for Life Time Achievement Award (Jay) – This item was not discussed.

8.3 Website

- 8.3.1 Amy Petrone will provide Peter Heynen with an updated directory list for the CSCE website (Amy Petrone) – This was completed over the summer.

- 8.3.2 Update Committee Pages to appear similar to Technical Groups – Chris Holden would like the Committee pages on the website changed to appear similar to those of the Technical Groups.
- 8.3.3 Update ACE Awards section to include all the winners, not just the sponsors – Chris Holden will provide information about the award winners to Peter Heynen for posting on the website.

9. New Business - No new business was discussed.

10. Adjournment – The meeting adjourned at 5:55 p.m. The next Board meeting is scheduled to begin at 4:00 p.m. at the University of Hartford - Gray Conference Center on Tuesday, October 21, 2008.